Project 2013

Office

Quick Start Guide

Microsoft Project 2013 looks different from previous versions, so we created this guide to help you minimize the learning curve.

Quick Access Toolbar

Customize this area so your favorite commands are always visible.

Explore commands on the ribbon

Each ribbon has groups, and each group has a set of related commands.

Show or hide the ribbon

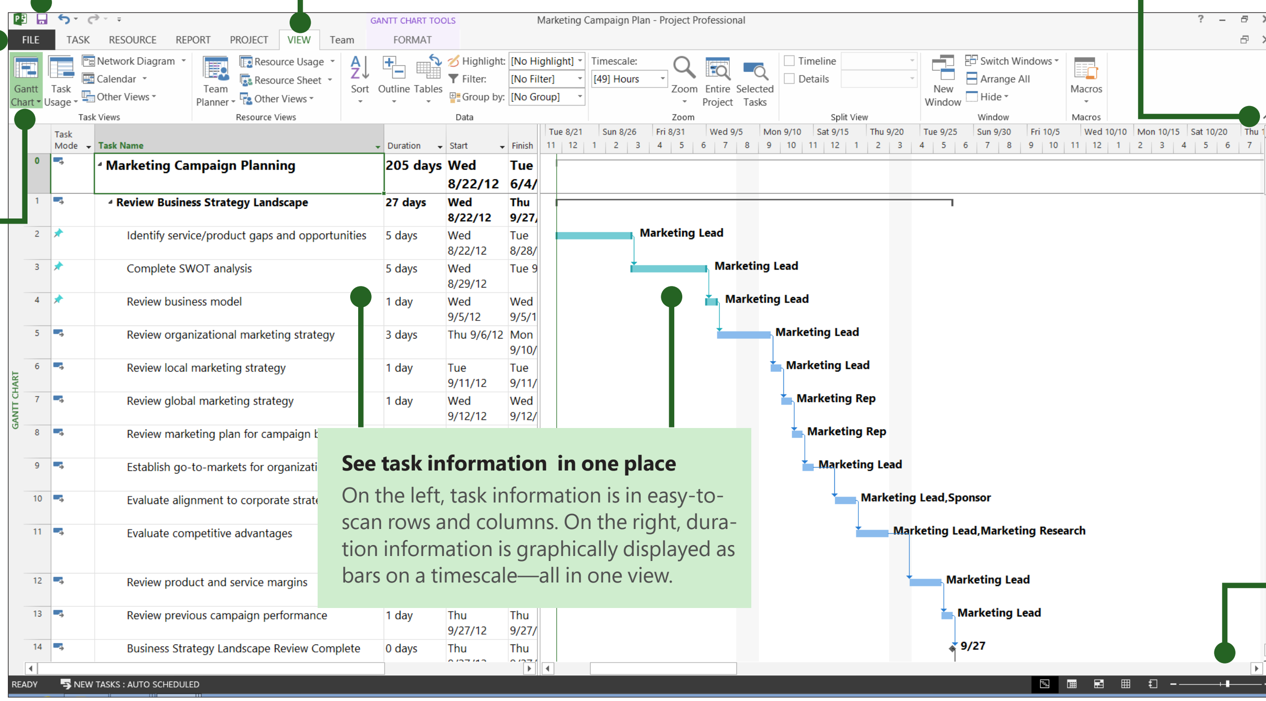
Click **Ribbon Display Options** or press **Ctrl+F1** to hide or show the ribbon.

Manage projects

Open, save, print and share your projects. Also change options and account settings in this view.

Change views

Work faster in the right view. Choose Gantt Chart, Task Usage, Team Planner, or Resource Sheet.



Show Key Tips

If you'd rather use the keyboard, press **Alt** to show keys that let you access commands on the ribbon.

And yes, keyboard shortcuts you've used before will still work.

See task information in one place

On the left, task information is in easy-to-scan rows and columns. On the right, duration information is graphically displayed as bars on a timescale—all in one view.

Zoom in or out

Drag the zoom slider to grow or shrink the timescale.

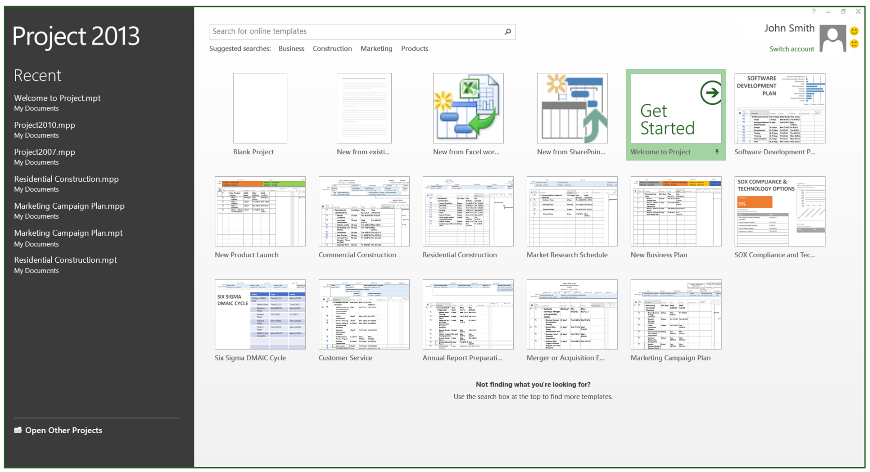
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How to get started with Project 2013

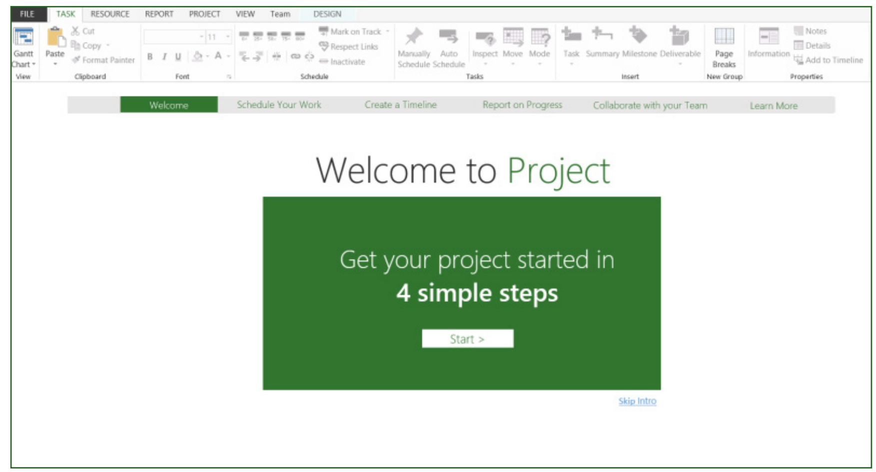
The first thing you'll see when you open Project 2013 is a sharp new look. But don't stop there. Look a little closer to see how much has improved from Project 2007. Instead of dropping you in a blank file, Project 2013 takes you to a one-stop center for starting your project. Click **File** > **New,** then get your project going.



While you're thinking about a new project, browse common project templates, import info from Excel or a SharePoint site, or just click **Blank Project** to get a clean Gantt Chart. You can open previous projects from your computer, from your network, from Project Online, or even from OneDrive.

Four steps to project management

If you're new to project management, Project 2013, can give you a great running start with the built-in Project guide. To begin, click **File** > **New** > **Get Started.**



With this four-step guide, you'll learn how to schedule tasks, create a timeline, report on your progress, and then collaborate with your team using SharePoint and Lync — all without leaving Project.

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Things you might be looking for

Use the list below to find some of the more common tools and commands in Project 2013.

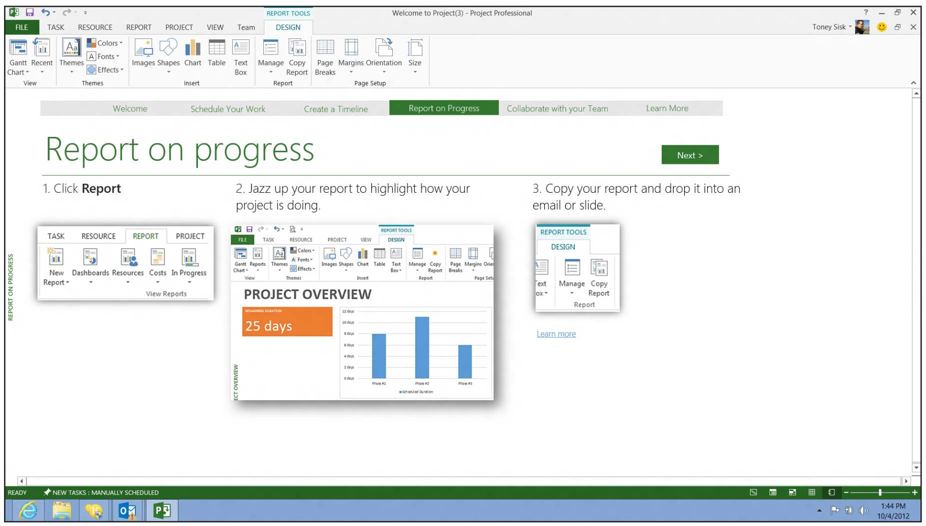
To...	Click...	And then look in the...
Open, save, export, print, or share your project to SharePoint, to OneDrive, or to the cloud using Project Online	**File**	Backstage view (click the commands on the left side in this view).
Link tasks, unlink tasks, outline tasks, update work on a project, or create a milestone	**Task**	**Schedule** group.
Add people, decrease workload, create a resource pool	**Resource**	**Insert, Assignment,** and **Level** groups.
Create a visual report, export a report to Excel or Visio, or compare projects	**Report**	**View reports** group.
Set a baseline for your project, create a master project, or create WBS codes for tasks	**Project**	**Insert, Properties,** and **Schedule** groups.
View project data on the Gantt Chart, on the timeline, or in a calendar	**View**	**Task Views, Split View,** and **Resource Views** group.

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Show off Project data

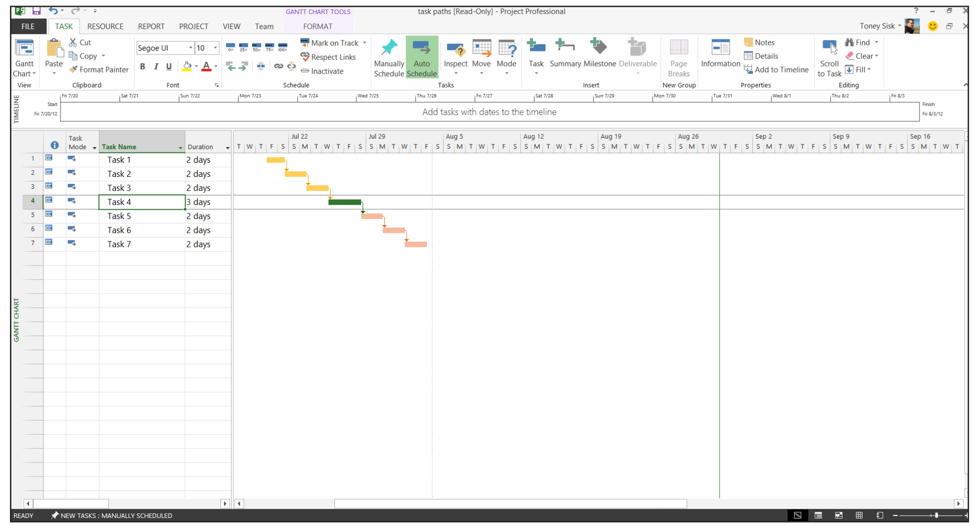
With Project 2013, you can create crisp, colorful, professional reports without having to export your data to another program. Add pictures, charts, animation, links, and more — everything you need to clearly and effectively share project status info with your stakeholders and team members.



Click the **Report** tab (new for Project 2013), then select the report you want. Many of the report drawing tools are the same for Excel, Word, PowerPoint, and Project.

Trace task paths

Does your Gantt chart look like a pile of spaghetti? With a complex project, your Gantt Chart can start to look like a tangled knot of bars and link lines. To help sort this out, you can highlight the link chain — or task path — for any task. On the Gantt Chart, click **Format** > **Task Path.**

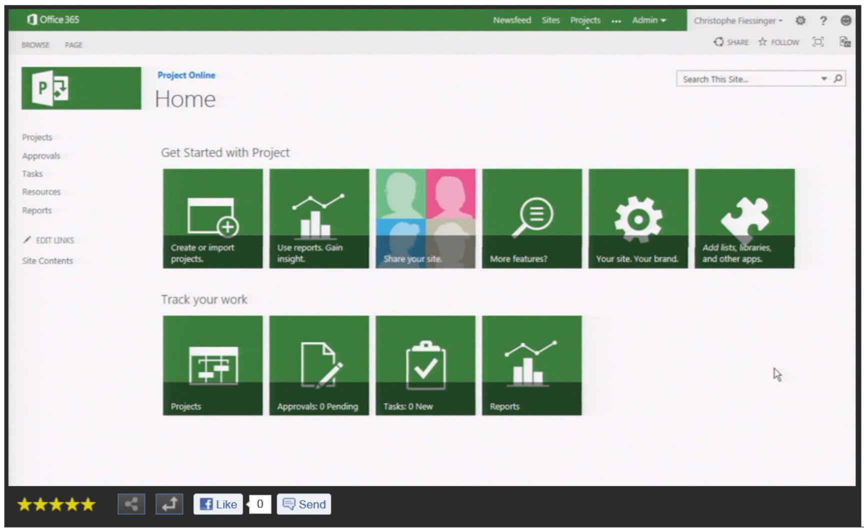


When you click a task, all of its predecessor tasks show up in one color and all of its successor tasks show up in another color.

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Use Project Online

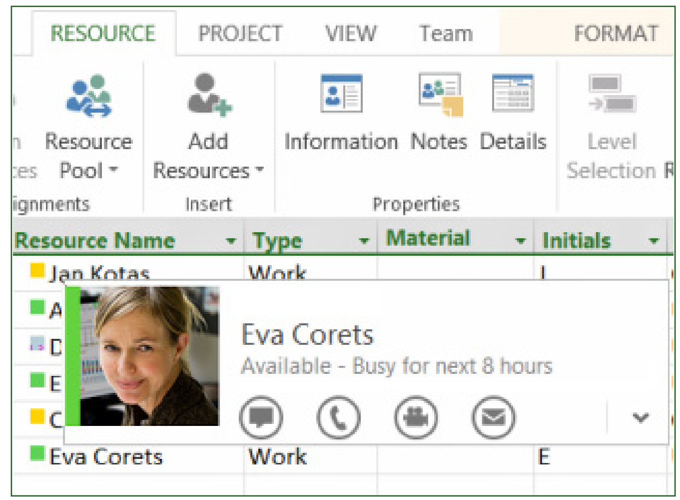
If you have Project Online, you can access a full version of Project from almost anywhere, even on PCs that don't have Project 2013 installed. All you need is an Internet connection and a PC running Windows 7 or later.



With Project Online, you'll always have the latest version because service updates are automatic.

Talk to your team

If you are using Lync 2013 in your organization, Project 2013 has new ways to help you stay in touch with your team members. Get progress updates, ask quick questions, or even have long-term strategy discussions, all without leaving Project. Just mouse over a name and start an IM session, an email, or even a phone call.



You can also video chat with a team member to get the latest on your project status, answer a stakeholder's question, or meet face-to-face with a vendor halfway around the world.

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How to work with people who don't yet have Project 2013

Here are some of the things to keep in mind when sharing or exchanging files with people who are using an older version of Project.

In Project 2013…	What happens?	What should I do?
You open a project that was created with Project 2007.	The project opens in Project 2013, but you'll see **[Compatibility Mode]** on the title bar. This tells you that the project is saved in the older file format, which doesn't recognize newer features like the timeline, manually scheduled tasks, and new fields. If you want to use all of the available features that Project 2013 offers, you'll need to convert the project to the newest file format.	Before converting an older project, first consider if you need to collaborate with people who are still using Project 2007. If the answer is yes, you should continue working in Compatibility Mode. If no one is working on the project using Project 2007, it's best to convert the project to the newest format. To do this, click **File** > **Save**. You will be prompted to save the project to the 2013 format.
You save your project as a Project 2010 file.	The project opens in Project 2013 without any feature limitations.	No file format upgrade is needed. Projects in Project 2010 and Project 2013 formats can be shared and used together without any conversion.
You save your Project to the Project 2007 format.	Downgrading a project to Project 2007 turns off the newer features that are available in Project 2013 (including manual scheduling, visual reporting, new fields, and the timeline view) but doing so makes the project compatible for sharing with other people who are still using Project 2007.	After converting a project from Project 2013 to the older Project 2007 format, be sure to inspect the views where you might have used newer features like manual scheduling, visual reporting, new fields, and the timeline view. Project data that was created with newer features may not be visible or editable in the Project 2007 format.